

TAE40122 Certificate IV in Training and Assessment

Course Outline

About TAE Institute

TAE Institute is a Registered Training Organisation (RTO number 40639) registered with the Australian Skills and Qualifications Authority. The Institute is proud to offer the TAE40122 Certificate IV in Training and Assessment. This qualification provides learners with a broad understanding of how the vocational training sector works and the skills and knowledge required to be an effective trainer and assessor.

This qualification meets the minimum education requirement for trainers and assessors operating without supervision under applicable VET legislation, frameworks and/or standards.

Learners will be empowered to develop skills and gain knowledge in a broad range of areas to assist them to be fully equipped to function as a trainer and assessor in the VET sector.

Our course has been clustered to ensure that learners gain a holistic understanding of course design, training delivery and assessment practices for nationally recognised qualifications and accredited courses.

On successful completion learners will gain a nationally recognised qualification in Certificate IV in Training and Assessment (TAE40122).

Course Cost

\$3,499.00

Contact us to get started!

What you will learn in the Cert IV Assessment and Training Course

- Use Training Packages
- Design learning programs to meet clients' needs
- Deliver training to groups and individuals
- Deliver training in a work-based environment
- Design, plan and organise assessments
- Assess candidates and participate in assessment validation

Expected Duration

This is an accelerated course designed to be delivered over a period of 13 weeks with zoom workshops, self directed learning and assessment activities. Learners are allowed up to 12 months to complete the course. The Institute provides telephone, email and one-on-one support to learners.

Entry Requirements

There are no specific prerequisites for the TAE40122 course, you must be able to demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience and may include, but is not limited to, holding a relevant unit of competency or qualification.

You will need well-developed language, literacy and numeracy (LLN) skills relevant to the context of their role. An LLN skills evaluation will be part of the enrolment process to ensure you have the skills to complete training and assessments.

Course Structure

The units of competency are sequenced in a way that allows logical progression pathways. With multiple entry and exit points. Learners will be provided with professionally presented reference material to assist them in completing their studies.

The learner's workload is spread across four main activities:

- Zoom training sessions clustered into eight workshops = 60 hours
- Independent study = 320 hours
- Face to face practical session = 8 hours
- Assessments = 200 hours

Units of Competence

The Certificate IV in Training and Assessment comprises twelve units of competence, six core units and six elective units.

Unit Code	Unit Name	Core Elective
TAEASS412	Assess competence	Core
TAEASS413	Participate in assessment validation	Core
TAEDEL411	Facilitate vocational training	Core
TAEDES411	Use nationally recognised training products to meet vocational training needs.	Core
TAEDES412	Design and develop plans for vocational training	Core
TAEPDD401	Work effectively in the VET sector	Core
TAEDEL311	Provide work skill instruction	Elective Group A
TAEDEL412	Facilitate workplace-based learning	Elective Group A
TAEDEL405	Plan, organise and facilitate online learning	Elective Group A
TAEDES512	Design and develop assessment tools	Elective Group A
TAEASS404	Assess competence in an online environment	Elective Group A
BSBHRM413	Support learning and development of teams and individuals	Elective Group C

Course Intakes

Learners can join the course at nominated points within the course program.

All learners are required to complete a self directed introductory course Work in the VET sector prior to commencement of zoom workshops (see timetable).

Assessment Methods

Competency determination is made after all relevant evidence is gathered. TAE Institute is receptive to evidence gathered from a variety of sources, including our own assessment processes.

TAE Institute assessment processes include:

- Recognition of Prior Learning
- Credit Transfer
- Assessment Tasks

Please see the Assessment Methods Requirements for detailed information.

Assessment Methods Requirements

Throughout the course assessment is conducted using a combination of realistic workplace tasks, projects, knowledge question and answer, responses to case studies and feedback from supervisors. The following provides a brief explanation of the assessment methods to be applied:

Demonstration / Role-Play

The learner is required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor. These activities will be clearly explained and will always relate to duties relevant to the VET workplace. These activities allow the assessor to observe the learner apply their knowledge and skills during practical activity.

Written Report, Case Study, Journal

The learner is required to produce a range of written records or reports based on real workplace scenarios or based on a case studies provided by the assessor

Knowledge Questions

Learners are required to undertake a number of written knowledge questions over the course of their study. Learners are encouraged to research their answers from the course training materials and notes as well as relevant workplace references.

Project

Learners are required to undertake a range of projects in the context of his or her own workplace or using a case study that is provided by the assessor. A project will require the creation of various workplace documents (session plans, assessment instruments and more). Projects will often have a practical presentation component where the learner will be asked to present the outcomes of their project.

Workplace Supervisor/ Third Party Report

Workplace supervisors/ third party will be asked to provide feedback about the learner's experience and performance on selected skills and applications. The third party will receive instructions on the requirements for completing the report.

To successfully complete the course and be issued the Certificate IV in Training and Assessment, learners must satisfactorily complete all assessment tasks.

Learner Information

Detailed information is available within our Learner Handbook which is supplied with the enrolment package. The handbook contains important information about your rights and obligations including your right to privacy, a safe training environment and the right to make a complaint or appeal an assessment decision. It is important that before applying for enrolment you take the opportunity to review this information.

The learner handbook is available in pdf format



**Contact us for
an enrolment
package
1300678288**